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ADM-M-70-0008  
26 January 1970

MEMORANDUM FOR: DD/S Information Processing Coordinator

SUBJECT : Survey

REFERENCE : Memo dtd 22 Dec 69 to C/OC-A fr DDS/IPC,  
subject: Request for Survey

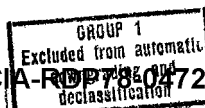
1. The Administration Staff, OC is continually requested to provide variable personnel data to OC, the DD/S, other Directorates, and OPPB. This data is used frequently for other than routine determination, although much of it may well be drawn from day to day information. Examples have been the BALPA and OPRED cutbacks, cover staffing, and position offsets.

2. Most of the data used comes from basic personnel documentation. Currently the Administration Staff responds to requirements by a manual compilation of information drawn from these personnel records and current ADP reports. The basic problems with our current procedures are that they are time consuming and as a result, late and they have the potentiality of being inaccurate because of the process used (manual). Administration Staff is desirous of establishing a system which will develop personnel statistics upon demand (with the flexibility to answer whatever personnel question may arise) through the use of procedures other than manual.

3. Conceivably, our concept is too general to be practical or possibly too expensive, or both. Nevertheless we do have a definite requirement in the personnel reporting field and with current manpower ceilings we must come up with something better than that now available to us.

4. Another requirement, in another area, is the reproduction of periodic reports. One is the preparation of updated staffing patterns. These reports are prepared by Area Headquarters (6) and major bases, reflecting positions, incumbents, dates of arrival, ETD and replacements, family status, etc. These reports are prepared quarterly and are used both in the field and Headquarters. Obviously, each report has many changes during the quarter and, thus, each report requires considerable retyping although much of the data is static. It occurs to us that some piece of equipment such as the Selectomatic typewriter might be beneficial in this area with a great savings in manpower and also reduction of error potential. In addition, it is believed that our Records Management Staff could also make valuable use of some sort of equipment which would eliminate some of our current manual systems.

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5. The Office of Communications has a T/O of over  positions and even more career assignees. We feel that even beyond what we can currently visualize, there may well be a system available, or could be developed, which would permit us to meet our ever increasing management load without increasing manpower.

25X9



25X1A

Chief, Administration Staff, OC

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)		EXTENSION		NO.	DATE
FROM:		OFFICER'S INITIALS		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
TO: (Officer designation, room number, and building)		RECEIVED	FORWARDED		
C/Administration Staff/OC					
1. DD/S/IPC 2E23, Hqs.		1-28-70		W	File Requirements - IR 26 January 1970
2.			25X1A		met with [redacted]
3.			25X1A		[redacted]
4.			25X1A		[redacted] met
5.					[redacted] in CC A
6.					to discuss this paper
7.					and Commo Support
8.			25X1A		information problems
9.			25X1A		usually on 2 Feb. I
10.					believe we satisfied
11.					them generally that
12.			25X1A		SIPS will take care of
13.					most of the requirements
14.					that were identified
15.					today. [redacted] and